

**BOARD OF SUPERVISORS**

*Brown County*

305 E. WALNUT STREET  
P. O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600



E-Mail [BrownCountyCountyBoard@co.brown.wi.us](mailto:BrownCountyCountyBoard@co.brown.wi.us)

PHONE (920) 448-4015 FAX (920) 448-6221

**"PUBLIC NOTICE OF MEETING"**

**Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held**

**THE WEEK OF  
APRIL 21 – 25, 2014**

**MONDAY, APRIL 21, 2014**

- |          |   |  |
|----------|---|--|
| *2:00 pm | <del>Solid Waste Board</del> – <i>Meeting Cancelled</i> | Port & Resource Recovery<br>2561 S. Broadway   |
| *3:00 pm | Housing Authority                                       | Room 604, City Hall<br>100 N. Jefferson Street |

**TUESDAY, APRIL 22, 2014**

- |           |   |  |
|-----------|---|--|
| *10:00 am | Planning Comm. Bd. of Directors – Transportation Subcmte.             | Metro Transportation Center<br>901 University Avenue |
| *4:30 pm  | Aging & Disability Resource Center – Nominations and Human Res. Comm. | ADRC<br>300 S. Adams Street                          |

**WEDNESDAY, APRIL 23, 2014**

- |           |   |  |
|-----------|---|--|
| *8:30 am  | Harbor Commission                           | Room B1, KI Convention Center<br>333 Main Street           |
| *10:00 am | Public Safety Communications Advisory Board | 2 <sup>nd</sup> Floor, Brown County PSC<br>3028 Curry Lane |

**THURSDAY, APRIL 24, 2014**

- |          |   |   |
|----------|---|---|
| *8:30 am | Aging & Disability Resource Center – Board of Directors | NEW Curative<br>2900 Curry Lane                     |
| *5:00 pm | Administration Committee                                | Room 200, Northern Building<br>305 E. Walnut Street |

**FRIDAY, APRIL 25, 2014**

(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

PORT AND RESOURCE RECOVERY DEPARTMENT

Brown County

2561 SOUTH BROADWAY  
GREEN BAY, WI 54304

PHONE: (920) 492-4950

FAX: (920) 492-4957

DEAN R. HAEN

DIRECTOR

**- PUBLIC NOTICE -**  
**BROWN COUNTY SOLID WASTE BOARD**

**\* Monday, April 21<sup>st</sup> – 2:00 pm**

Brown County Port & Resource Recovery  
2561 S. Broadway, Green Bay, WI 54304

There was no Solid Waste Board meeting held in the month of April.

Dean R. Haen  
Director

*Any person wishing to attend whom, because of disability requires special accommodation should contact the Brown County Port & Resource Recovery Department at 492-4950, two (2) working days before the meeting, so that arrangements can be made. Notice is hereby given that action by the Brown County Solid Waste Board may be taken on any of the items which are described or listed in this agenda.*

**AGENDA**  
**BROWN COUNTY HOUSING AUTHORITY**  
**Monday, April 21, 2014, 3:00 p.m.**  
**City Hall, 100 N. Jefferson Street, Room 604**  
**Green Bay, WI 54301**

**MEMBERS:** Tom Diedrick–Chair, Ann Hartman–Vice Chair, Sup. Andy Nicholson, Corday Goddard, and Adam DeKeyser

**APPROVAL OF MINUTES:**

1. Approval of the minutes from the February 17, 2014 meeting of the Brown County Housing Authority.
2. Approval of the minutes from the March 20, 2014 meeting of the Brown County Housing Authority.

**COMMUNICATIONS:**

None

**REPORTS:**

3. Report on Housing Choice Voucher Rental Assistance Program:
  - A. Preliminary Applications
  - B. Unit Count
  - C. Housing Assistance Payments Expenses
  - D. Housing Quality Standard Inspection Compliance
  - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
  - F. Family Self-Sufficiency Program (client count, escrow accounts, graduates, new contracts, homeownership)
  - G. VASH Reports (active VASH, new VASH)
  - H. Langan Investigations Criminal Background Screening and Fraud Investigations
  - I. Background screening denial reports
  - J. End of Participation reports
  - K. Family breakdown reports

**OLD BUSINESS:**

4. Approval of revisions to Chapter 4 (Applications, Waiting List and Tenant Selection) of Administrative Plan

**NEW BUSINESS:**

5. Approval of Chapter 8 (Housing Quality Standards) of Administrative Plan.
6. Review and approval of proposed Utility Allowances for Housing Choice Voucher Program, effective July 2014
7. Discussion and possible approval to develop and release a Request for Proposals to Project Base Vouchers for rural housing and/or supportive housing opportunities
8. Discussion and possible action regarding VASH Project Based Voucher opportunity

**INFORMATIONAL:**

9. Update on Fraud recovery efforts

**BILLS:**

**FINANCIAL REPORT:**

**STAFF REPORT:**

10. Date of next meeting: May 19, 2014.

Any person wishing to attend who, because of a disability, requires special accommodation should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

**AGENDA**  
**BROWN COUNTY PLANNING COMMISSION BOARD OF DIRECTORS**  
**TRANSPORTATION SUBCOMMITTEE**  
**Tuesday, April 22, 2014**  
**Green Bay Metro Transportation Center**  
**901 University Avenue**  
**Green Bay, Wisconsin**  
**10:00 a.m.**

**ROLL CALL:**

***(Voting)***

Jeff Agee-Aguayo	_____	Tom Klimek	_____
Bill Balke (Vice-Chair)	_____	Randy Loberger	_____
Craig Berndt	_____	Doug Martin (Chair)	_____
Geoff Farr	_____	Tom Miller	_____
Mike Finn	_____	Rebecca Nyberg	_____
Paul Fontecchio	_____	Eric Rakers	_____
Steve Grenier	_____	Derek Weyer	_____
Ed Kazik	_____	Tom Wittig	_____

***(Non-voting)***

Alexis Kuklenski (FHWA – Madison)	_____
Jim Kuehn (WisDOT – Madison)	_____
Chris Bertch (FTA Region 5)	_____

**ORDER OF BUSINESS:**

1. Approval of the November 18, 2013, Transportation Subcommittee meeting minutes.
2. Recommendation to the BCPC Board of Directors regarding Transportation Alternatives Program (TAP) project approvals for the Green Bay Urbanized Area.
3. Recommendation to the BCPC Board of Directors regarding the draft Green Bay Metropolitan Planning Organization (MPO) Title VI and Non-Discrimination Program/Limited English Proficiency Plan.
4. Discussion of the MPO's project ranking criteria and scoring system for Surface Transportation Program – Urban (STP-U) funding.
5. Update regarding the Green Bay MPO's 2014 Certification Review.
6. Any other matters.
7. Adjourn.

ANYONE WISHING TO ATTEND WHO, BECAUSE OF A DISABILITY, REQUIRES SPECIAL ACCOMMODATION SHOULD CONTACT THE BROWN COUNTY PLANNING COMMISSION OFFICE AT 448-6480 AT LEAST TWO BUSINESS DAYS BEFORE THE MEETING SO ARRANGEMENTS CAN BE MADE.

# **AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY**

## **Nominations and Human Resource Committee**

**Tuesday April 22<sup>nd</sup> 2014 4:30 p.m.  
ADRC: 300 S. Adams Green Bay Wi**

### **AGENDA**

<b>Agenda Item</b>	<b>Handout</b>	<b>Action Required</b>
1. Pledge of Allegiance		
2. Adoption of Agenda	Yes	Yes
3. Approval of the minutes of Nominations meeting of February 18 <sup>th</sup> , 2014	Yes	Yes
4. Enter closed Session to consider: Pursuant to 19.85 (1) of Wisconsin Statutes-a closed session will be held: 19.85 (1) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility	Yes	Yes
5. Return to Open Session		Yes
6. Re-organization of Receptionist/Support Team Discontinue Receptionist Lead Position Add Office Assistant Position Discontinue Secretary Position –Add Office Assistant	yes	Yes
7. Addlife Center Retirement-New Position Description-Succession	Yes	Yes
8. Dementia Specialist Job Description	Yes	Yes
9. Adjourn		Yes

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Tom Diedrick, Chairperson  
Aging & Disability Resource Center  
of Brown County

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Any person wishing to attend, who because of a disability requires special accommodation, should contact the ADRC of Brown County Office at (920) 448-4300 two days before the meeting so that arrangements can be made.

ADRC Vision: "Building a community that values, empowers, and supports seniors, adults with disabilities and their caregivers"

PORT AND RESOURCE RECOVERY DEPARTMENT

Brown County

2561 SOUTH BROADWAY  
GREEN BAY, WI 54304

PHONE: (920) 492-4950 FAX: (920) 492-4957

DEAN R. HAEN

DIRECTOR

- PUBLIC NOTICE -  
**BROWN COUNTY HARBOR COMMISSION**

**\* Wednesday, April 23<sup>rd</sup> – 8:30 am**

KI Convention Center/Hyatt on Main (Room B1)  
333 Main Street, Green Bay, WI 54301

Agenda:

1. Call to order
2. Roll Call
3. Approval/Modification – *Meeting Agenda*
4. Approval/Modification – *February 10, 2014 Meeting Minutes*
5. Resolution Accepting Ownership of Renard Island Causeway – *Request for Approval*
6. Chapter 30 Permit for Renard Island Causeway – *Update*
7. Designated Fund Investment Strategy – *Update*
8. Safety Study Great Lakes/St. Lawrence Seaway – *Update*
9. 2014 Shipping Season - *Update*
10. Great Lakes Policy Positions - *Update*
11. Director's Report – *Update*
12. Audit of Bills – *Request For Approval*
13. Such Other Matters as Authorized by Law
14. Adjourn

Dean R. Haen – Director  
Port & Resource Recovery Department

*Any person wishing to attend whom, because of disability requires special accommodations should contact the Brown County Port and Resource Recovery Department at 492-4950, at least two working days in advance of the meeting for special arrangements to be made. Notice is hereby given that action by the Harbor Commission may be taken on any of the items, which are described or listed on the agenda*

# **PUBLIC SAFETY COMMUNICATIONS ADVISORY BOARD**



Chief Eric Dunning – Ashwaubenon PubSaf  
Chief Ron Towns – Denmark PD  
Chief David Litton – Green Bay Metro FD  
Chief Kurt Minten – Lawrence FD  
Chief Tom Kajawa – UW-Green Bay PD

Sheriff John Gossage – BC Sheriff  
Chief Jeff Roemer – DP Fire/Rescue  
Chief Tom Molitor – Green Bay PD  
Chief Rich VanBoxtel – Oneida PD  
Chief Perry Kingsbury – Wrightstown PD

Director Tom Madigan – County Rescue  
Chief Derek Beiderwieden – DePere PD  
Chief Randy Bani – Hobart/Lawrence PD  
OIC Mark Hendzel – Pulaski PD

## **MEETING NOTICE AND AGENDA**

A meeting of the Brown County Public Safety Communications Advisory Board has been set for

**Wednesday, April 23, 2014 at 10:00 a.m.**  
**Brown County PSC – 3028 Curry Lane, 2<sup>nd</sup> Floor**

- I. Approval of the Agenda
- II. Radio Project Update
- III. Communications Center Update
- IV. Phone/CAD Upgrades
- V. Standardized Operating Procedures
- VI. Roundtable
- VII. Other Matters
- VIII. Next Meeting: July 23<sup>rd</sup>, 10:00 a.m. – PSC Training Room
- IX. Adjourn

**AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY  
BOARD OF DIRECTOR'S MEETING**

Thursday, April 24, 2013 at 8:30 a.m.  
N.E. W. Curative  
2900 Curry Lane  
Green Bay, WI

**AGENDA**

<b>Agenda Item</b>	<b>Handout</b>	<b>Action Required</b>
1. Pledge of Allegiance		
2. Introductions		
3. Adoption of Agenda	Yes	Yes
4. Approval of the minutes of regular meeting of March 27, 2014 and approval of amended minutes from February 27 <sup>th</sup> , 2014 board meeting.	Yes	Yes
5. Comments from the public		
6. Finance Report		
a. Review and approval of March 2014 Finance Report	Yes	Yes
b. Review and approval of Restricted Donations	Yes	Yes
7. Staff Report: Mary Schlautman, Information & Assistance Team Lead		
8. Nominations and Human Resource Committee Report	Yes	Yes
a. Re-organization of support team/front desk		
b. Staff changes		
9. NEW Curative Report		
10. Mutual of America- Changes in eligibility to the 403b Thrift Plan		
a. Thrift Plan Amendment	Yes	Yes
b. Thrift Plan Resolution	Yes	Yes
11. Family Care Update		
12. Directors Report		
a. Introduction of new staff and position changes: Shelly Staehler, Catherine Fewell, Holly Grose, Deb Baranczyk, Jeremy Slusarek		
b. Employment Speaker for May Board Meeting		
13. Legislative Updates		
14. Announcements		
15. Next Meeting – May 22, 2014 at the ADRC		
16. Adjourn-		Yes

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Tom Diedrick, Chairperson  
Aging & Disability Resource Center  
of Brown County

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### ADMINISTRATION COMMITTEE

Steve Fewell, Thomas DeWane

Allan Jamir, David Steffen, Richard Schadewald

### ADMINISTRATION COMMITTEE

Thursday, April 24, 2014

5:00 p.m.

Room 200, Northern Building

305 E. Walnut Street

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEM LISTED ON THE AGENDA**

- I. Call to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of March 27, 2014.

### Comments from the Public

1. Review Minutes of:
  - a. (None).

### Communications

2. Communication from Supervisor Hoyer re: Explore and report on opportunity for Brown County employees to be offered a "Plus One" insurance option in preparation for 2015 Budget.  
*Referred from April County Board.*

### Corporation Counsel

3. Monthly Report for March, 2014.

### Child Support

4. Agency Director Summary for April, 2014.

### Human Resources

5. Budget Status Financial Report for December, 2013 (Unaudited).
6. Human Resources Activity Report for March, 2014.
7. Director's Report.

### Technology Services

8. Budget Adjustment Request #14-34: Any increase in expenses with an offsetting increase in revenue.
9. Resolution to Establish the Brown County Community Area Network.

**Department of Administration**

10. Administration Budget Status Financial Report for February, 2014.
11. 2014 Budget Adjustment Log.
12. Resolution re: 2013 Budget Overdraft and Shortfall Appropriations.
13. Pay for Performance. *Held for one month.*
14. Director's Report.

**County Clerk, Treasurer** – No agenda items.

**Other**

15. Audit of bills.
16. Adjourn.

Steve Fewell, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.


## APRIL 2014



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2 <del>Public Safety</del> 5:30 pm <i>Canceled</i>	3 Ed & Rec 5:30 pm @ Museum	4	5
6	7 Executive Cmte 5:30 pm	8	9	10	11	12
13	14	15 <b>Bd of Sup 9:30</b> (Organizational Mtg) Vets Subcmte 5:00 pm	16	17	18	19
20	21	22	23	24 Admin Cmte 5:00 pm	25	26
27	28 Land Con 5pm PD&T 5:15pm @ Public Works Dept	29	30 Human Services 5:30 pm			



## MAY 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Ed and Rec 5:30 pm @ Zoo	2	3
4	5	6	7 Public Safety 5:30 pm	8	9	10
11  Mothers Day	12 Executive Cmte 5:30 p.m.	13	14	15	16	17
18	19	20	21 <b>Board of Supervisors</b> 7:00 pm	22 Admin Cmte 5:00 pm	23	24
25 Land Con & PD&T to be determined due to Memorial Day	26 Memorial Day County Board Office Closed 	27	28 Human Services 6:00 pm	29	30	31

## **BROWN COUNTY COMMITTEE MINUTES**

- Housing Authority (March 20, 2014)
- Library Board (March 20, 2014)
- NWTC Board of Trustees (March 12, 2014)

**To obtain a copy of Committee minutes:**

[http://www.co.brown.wi.us/minutes\\_and\\_agendas/](http://www.co.brown.wi.us/minutes_and_agendas/)

**OR**

**Contact the Brown County Board Office or the County Clerk's Department**

**MINUTES**  
**BROWN COUNTY HOUSING AUTHORITY**  
**Thursday, March 20, 2014, 12:00 p.m.**  
**Integrated Community Solutions, 2605 S Oneida St, Suite 106**  
**Green Bay, WI 54304**

**MEMBERS PRESENT:** Tom Diedrick–Chair, Corday Goddard

**MEMBERS ABSENT:** Ann Hartman–Vice Chair

**MEMBERS EXCUSED:** Sup. Andy Nicholson and Adam DeKeyser

**OTHERS PRESENT:** Robyn Hallet, Stephanie Schmutzer, Charles Androsky, Nicole Tiedt, Lori DeGrave, Matt Roberts, David Wouters, Kelly Runge, Randy Gast, Lynn Green

T. Diedrick expressed the Brown County Housing Authority's (BCHA) gratitude and enthusiasm for the joint meeting between the BCHA and the Integrated Community Solutions (ICS) Board of Directors and staff. R. Gast, Chair of the ICS Board, expressed similar thanks on the part of ICS and stated his enthusiasm for the joint work that the BCHA and ICS could accomplish together.

**APPROVAL OF MINUTES:**

1. Approval of the minutes from the February 17, 2014, meeting of the Brown County Housing Authority

Due to a lack of quorum, approval of the minutes from the February 17, 2014 meeting was postponed.

**COMMUNICATIONS:**

R. Hallet informed the Authority that the vacant Planning and Development Director position had been filled. Kimberly Flom will assume duties in April, and it is the hope that she will be able to attend the April BCHA meeting.

**REPORTS:**

2. Report on Housing Choice Voucher Rental Assistance Program:
  - A. Preliminary Applications  
N. Tiedt reported that ICS had collected 120 preliminary applications for the month of February 2014.
  - B. Unit Count  
It was explained by N. Tiedt that the Unit Count for the month of February 2014 was 2,860.
  - C. Housing Assistance Payments Expenses  
N. Tiedt informed that HAP expenses for February 2014 were \$1,131,666.
  - D. Housing Quality Standard Inspection Compliance  
M. Roberts reported that there had been 400 HQS inspections during the month of February 2014. Of this total, 240 had passed the first inspection, 74 passed a re-inspection, and 86 failed.

At this point M. Roberts explained that historically the inspection information presented to the BCHA did not include no-shows, however no-shows are important to track because they use just as much resources of staff time, gas to drive to the inspections, letters and postage to

schedule and reschedule them, etc. Historically they have remained at 5%. Going forward, ICS will include no-show information to give a complete picture of the inspection department's efforts.

T. Diedrick explained for the sake of the ICS Board members that ICS had previously charged fees for re-inspections. However, the Department of Housing and Urban Development (HUD) had informed ICS that this was not permitted.

L. Green inquired as to what HUD's reasoning was for not permitting the practice of charging for re-inspections. R. Hallet explained that the regulations stipulate that property owners cannot be charged a fee for re-inspections. M. Roberts expounded on this by stating that locally we interpreted that to mean the first re-inspection and that it was permissible to charge for second or third re-inspections. HUD has since clarified for us that the regulations cover all re-inspection. T. Diedrick stated that this practice had incentivized property owners to better maintain their properties and make necessary repairs without the need for multiple reinspections.

R. Gast expressed that this is an issue worth exploring. It appears to be common sense. This may be an issue to bring to legislators and lawmakers. The combined efforts of the BCHA and ICS Board may be able to influence current regulation.

T. Diedrick stated that this concern had been explained to a representative of Reed Ribble's office. R. Hallet explained that there had been discussion of requesting a waiver from HUD that would allow for the charging of secondary re-inspections. The issue is still being explored.

M. Roberts continued the overview of inspection reports with the March breakdown of fail items. He explained that due to frost-heave, a relatively high incidence of door defects was present on the report. This is to be expected during the winter thaw.

E. Program Activity/52681B (administrative costs, portability activity, SEMAP)

M. Roberts reported that for the month of February 2014, there were 273 port-outs, with an associated HAP expense of \$220,033. ICS was under-spent by the amount of \$8,462.89 and FSS was underspent by \$881.87. This amount was influenced by February being a short month, thus creating less expense.

F. Family Self-Sufficiency Program (client count, escrow accounts, graduates, new contracts, homeownership)

N. Tiedt explained that for the month of February 2014 there were 76 FSS clients. There were 29 escrow accounts opened, and zero graduates. There were two new contracts.

R. Gast expressed that the FSS graduations were a very positive and uplifting event to witness, and encouraged those present to attend them.

N. Tiedt reported that there were 64 Homeownership Clients for the month of February.

G. VASH Reports (active VASH, new VASH)

N. Tiedt explained that there were 20 active VASH clients for the month of February 2014. Of these, two were new.

H. Langan Investigations Criminal Background Screening and Fraud Investigations

N. Tiedt reported that during the same month, there were two new investigations assigned, one previous investigation was closed, and two were still active. There were

101 new applications processed. Of these 97 were approved, 4 were denied. All of these fraud investigations were done within the City of Green Bay. Of the initial applications, 75 were done within the City of Green Bay, eight within Howard, six within De Pere, five within Allouez, three within Ashwaubenon, two within Suamico, one within Denmark, one within Oneida, and one within Seymour.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

3. Approval of revisions to Chapter 4 (Applications, Waiting List and Tenant Selection) of Administrative Plan

T. Diedrick suggested that approval of the revisions to Chapter 4 be tabled until a later meeting date when a quorum could be reached.

**INFORMATIONAL:**

4. Status of Brown County Housing Authority and Integrated Community Solutions 2014 Agreement

M. Roberts presented information on the ICS/BCHA 2014 Agreement in the form of an Expectation Summary. The summary gave an overview of ICS's 2014 plan for improved customer service and increased efficiency. He highlighted a few points in the summary: A customer complaint log is now in use to monitor levels of satisfaction. Because of organizational changes, ICS phone issues have decreased due to decreased activity within the system, so no current action is needed in regards to the phone system. M. Roberts then outlined basic objectives that the BCHA and ICS Board will work toward accomplishing. ICS goals are to improve customer service, increase efficiency, and eliminate incidents of fraud. M. Roberts expressed the hope that this set of goals would provide a framework for future joint actions. He encouraged both bodies to familiarize themselves with the informational packets presented, as they represented the collaborative work of both BCHA and ICS officials.

R. Gast inquired if the BCHA received information on tenant terminations. R. Hallet replied that she receives this information from ICS quarterly; however, it has not been presented at BCHA meetings. Another report she receives quarterly is the breakdown of the status of tenants, indicating the percentage of elderly/disabled, those employed, those with minor children, etc. She inquired if the BCHA Commissioners would like to see these reports. Diedrick replied that could be put on agenda quarterly, as well as to include the year end information from 2013 and the first quarter 2014 information on the April agenda. The information could also help to correct inaccurate public perception about voucher recipients, as data on recipients indicates that approximately half of recipients are elderly or disabled. R. Hallet stated that this percentage usually does not change drastically from quarter to quarter.

T. Diedrick presented several issues of concern to both entities. Items of future consideration and discussion include Housing Choice Voucher funding and other budgetary matters. The Housing Choice Voucher program is dependent on annual Federal funding appropriations, and as such is subject to change with each yearly budget. Mutual consideration should be given to the level of 2015 funding. Additionally, both the BCHA and ICS should consider the level of 2014 reserve funding kept on hand, which could impact budgetary and funding decisions.

S. Schmutzer explained that HUD had already started the process of analyzing PHA's reserve amounts. The data has been collected, and HUD is currently calculating the amount of funds they will recapture from PHAs with a large reserve balance.

R. Gast stated that in large part HUD's practice is counterproductive. Housing entities like the BCHA and ICS are penalized for being efficient and setting aside reserve funds. The current

system incentivizes housing entities to spend money, not use it frugally or save it. T. Diedrick stated that if we were aware of HUD's calculations process, we could gauge the best reserve fund level. R. Gast stated that it sounded like HUD already had collected the data. He encouraged both ICS and BCHA staff to work together collaboratively and dynamically to preserve the funding levels.

S. Schmutzer clarified that early projections indicated that funding levels would decrease about \$400,000. R. Gast outlined ICS's cost-saving initiatives, including furloughs. This allowed for HUD re-allocations to be about 6% over initial projections. S. Schmutzer explained that HUD has begun the practice of holding all reserves, as opposed to dispersing them to PHAs. This has led to minor payables complications within the BCHA.

T. Diedrick stated that this is an issue of importance and should be monitored by both entities. R. Gast said that the funding recapture will be a critical issue. T. Diedrick agreed, and opined that the BCHA is an above-average housing authority because it has worked so hard to monitor the amount it has in reserves and maximizing the amount of funding. R. Gast reiterated the difficulties of monitoring these issues, and stated the potential benefits to be gained.

R. Hallet thanked the ICS staff for working diligently on the issues outlined on the BCHA/ICS 2014 Agreement. R. Gast inquired if there was still the potential for a Request for Proposal (RFP). R. Hallet explained that an RFP was agreed upon when the January 2014, Agreement, which is for two years, was authorized. T. Diedrick stated that there was large potential with the joint cooperation between the two entities, including for an RFP. R. Gast agreed and stated ICS's readiness for an RFP when the process began.

## 5. Unaudited Financials

S. Schmutzer gave an update on the Unaudited Financials, as compared to when this was presented last month, which was just preliminary. She cautioned that these numbers were still subject to change. A new format is being utilized for ease of use, which breaks the information into sections. Furthermore, as per the ICS/BCHA agreement, she and Yvette, from ICS, are reviewing numbers more frequently, monthly or quarterly, which prevents some of the issues that come up with numbers not matching at the end of the year; they can stay on top of issues and work through them more easily. Gast stated that this process made sense, because it would allow for correction of error on a more timely basis.

## **BILLS:**

T. Diedrick stated the difficulty of approving the meeting's bills due to a lack of quorum.

S. Schmutzer explained that one bill in particular was in need of attention. A former BCHA client had left the program with unpaid debt. Per the usual process in this situation, the BCHA had used the Tax Return Intercept Program (TRIP) to collect the funds owed, a sum of \$809.00. However, due to a bankruptcy declaration, the sum had been discharged so the amount intercepted is now due back to the former participant. HUD regulation stipulates that those who declare bankruptcy are able to recapture funds obtained by housing authorities. As such, the BCHA now owed the sum of \$809.00 to the former participant.

R. Gast stated that this regulation may be another issue for legislators. Typically taxes and government assessments are non-dischargeable. Why are funds which are rightfully owed to housing authorities dischargeable by bankruptcy declarations? Perhaps they should be exempt from bankruptcy protection. It might be beneficial to attempt to influence legislation in this area.

S. Schmutzer explained the recipient has been entered into HUD's national database, and is unlikely to receive housing assistance in the future.



T. Diedrick stated that this month's bills appeared to be standard, and that he would not have a problem signing them. Formal approval could wait until a quorum could be reached.

**FINANCIAL REPORT:**

S. Schmutzer reported that HUD appropriations for BCHA programs had been higher than expected. Other than that, the previous month's financial report was not unusual.

**STAFF REPORT:**

T. Diedrick thanked the ICS Board and staff for their joint participation. Things are going very well between their respective staff and the two organizations have a strong relationship.

R. Gast thanked the BCHA and stated ICS's enthusiasm for mutual cooperation and coming up with creative solutions toward accomplishing mutual goals.

C. Androsky explained that BCHA and ICS staff would be receiving 2014 Conflict of Interest Waiver forms. Those who have direct or indirect interest in rental property within Brown County while serving in BCHA or ICS capacity may constitute as having a conflict of interest. The Waiver forms would be signed and collected.

T. Diedrick thanked the participants and adjourned the meeting.

Meeting adjourned at 12:53pm

ca:rah:jd

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **March 20, 2014 at 5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, Green Bay, WI**

**PRESENT:** KATHY PLETCHER, CARLA BUBOLTZ, DON CARMICHAEL, BOB NIELSEN, VICKY VAN VONDEREN and TERRY WATERMOLEN, and CHRISTOPHER WAGNER

**EXCUSED:** TIM NIXON and JOHN VAN DYCK

**ALSO PRESENT:** Lynn Stainbrook, Lori Denault, Sue Lagerman, and Curt Beyler (staff)

**CALL TO ORDER** President Kathy Pletcher called the meeting to order at 5:15 p.m.

### **CONSENT ITEMS**

**a. Approve/modify agenda** There were no changes to the agenda.

**b. Approval of minutes Motion** by D. Carmichael, seconded by C. Wagner, to approve the February, 2014 minutes. **Motion carried.**

### **COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC**

No one was present to address the Board.

### **STRATEGIC PLAN – REPORT FROM PUBLIC LIBRARY ASSOCIATION CONFERENCE**

A PLA highlights report from L. Stainbrook, L. Denault and S. Lagerman was distributed.

### **LIBRARY BUSINESS**

**a. Information Services Report** L. Stainbrook spoke about an initiative that would move the library's integrated library system (ILS) from the county's servers to a cloud environment. BCTS has been receptive of this idea. A demonstration of the cloud took place at the recent Public Library association conference. K. Raye (BCTS) and L. Stainbrook discussed this opportunity with the County Executive and reviewed the advantages of moving to the cloud which include potentially offsetting future chargebacks from the county; reducing the county's cost for servers purchased for redundancy; a reduction in BCTS' overhead; and overall savings to the county as a whole. The Manitowoc/Calumet System switched and saw significant savings in staff time. The County Executive was very positive about this initiative. Moving in this direction would create a seamless environment and since the library is under contract with this vendor this transfer would be considered a sole source software upgrade. This move ultimately saves money for the library, the county and the taxpayers. L. Stainbrook sent a follow-up message to the County Executive and is waiting for a response. The Library Board would at least like a verbal commitment. Prices can be locked in once a commitment is made. The time is right as the 2015 budget planning process will begin soon. This wouldn't immediately reduce BCTS chargebacks because of the formula that is used to calculate them but it could be first step. It has been mentioned that BCTS is in the early stages of discussing modifying the chargeback formula.

Regarding other technology issues, B. Nielsen questioned the system slowness. BCTS is trying a variety of fixes including changing the time schedule for backups since a full back up is run every 3 or 4 hours and transactional backups already occur. Full backups aren't generally run during open hours because everything can shut down. B. Nielsen commented that Schreiber has a lot of AV equipment that isn't moving to their new location and maybe a donation to the library could be made. The purpose of the Bookmobile camera is for the safety and protection of the Bookmobile Operator.

**b. Financial Manager's report, bills and donations Motion** by T. Watermolen, seconded by C. Wagner, to approve the December, 2013 financial statements and December, 2013 Gifts, Grants and Donations as follows:

#### **Gifts & Donations**

12/01/13	Central Donation Box (various donors)	38.98	Children's Garden
12/05/13	Friends of Brown County Library	27.43	Continuing Education
12/05/13	Friends of Brown County Library	95.00	Logo
12/05/13	Daniel & Marilyn De Witt - In Memory of James Davie	50.00	Adult Materials
12/05/13	Nancy L. Stimart	1,000.00	Children's Garden
12/12/13	Western Governors University	2.00	Children's Garden
12/19/13	Rhoda Esson	500.00	Large Print Materials
12/19/13	Michael & Susan Smullen	1,000.00	Kress Children's Materials

12/19/13	Joanne M. Burns	100.00	Central & Kress Materials
12/19/13	Maurice & June Robinson Family Foundation	3,000.00	Children's Garden
12/26/13	BayCare Neurosurgeons	190.00	East Materials
12/26/13	Friends of Brown County Library	39.99	East Programming
12/31/13	Dennis Keyzer	60.00	Cellcom Garden
			Ash. Projector & Mounting
12/31/13	Friends of Brown County Library	684.68	Eq.
12/31/13	Friends of Brown County Library	94.46	Wrightstown Programming
12/31/13	Branch Buddies of Brown County Library	150.00	Santa Visits
12/31/13	Branch Buddies of Brown County Library	381.39	Weyers-Hilliard Programming
12/31/13	Branch Buddies of Brown County Library	89.40	Southwest Programming
12/31/13	GGBCF/PMI Foundation Fund	7,500.00	Cellcom Garden Walkway
12/31/13	Friends of Brown County Library	121.25	Denmark Programming
12/31/13	Branch Buddies of Brown County Library	109.96	Jerry Apps Program
12/31/13	FBCL/Wrightstown Area Library Committee	7,100.55	Wri. Operating Expenses
12/01/13	Ashwaubenon	164.82	Donation Box
12/01/13	Bookmobile	15.98	Donation Box
12/01/13	East	53.39	Donation Box
12/01/13	Weyers/Hilliard	30.42	Donation Box
12/01/13	Central Circulation		Donation Box
12/01/13	Kress	50.19	Donation Box
12/01/13	Pulaski	10.50	Donation Box
12/01/13	Southwest	22.71	Donation Box
12/01/13	Wrightstown	30.16	Donation Box
	Total Donations	<u>\$ 22,713.26</u>	

#### Federal & State Grants

12/19/2013	Department of Public Instruction	\$ 250.00	Growing Readers Grant
12/31/2013	Nicolet Federated Library System	8,061.66	Collection Development
	Total Grants	<u>\$ 8,311.66</u>	

**Motion carried.**

**c. Approve Carryover Funds Plan** A prioritized list of projects that would be funded with carryover funds was presented. L. Stainbrook explained the projects and their justification. L. Stainbrook would like Library Board approval for the carryover plan, totaling approximately \$333,000. Costs are expected to fluctuate. T. Watermolen asked about the ROI on carryover projects. C. Beyler responded that some paybacks could be calculated on some items. The objective would be to proceed in orderly fashion and prepare for potential shortages at year-end. A reserve account will stay in fund balance and those monies could be moved to another account if necessary. V. Van Vonderen asked if there was line item detail for fund balance activity. L. Denault explained that a balance sheet could be set up going forward but we would have to talk to the county about existing accounts. Any transfer would require a budget adjustment and board approval. For clarification, carryover is defined as the bottom line – leftover budget savings that carry over to 2014 to be spent as determined. **Motion** by V. Van Vonderen, seconded by D. Carmichael to accept the carryover funds planning document. **Motion carried.**

**d. Facilities Report** The 2014 Library Facilities Maintenance Plan was reviewed. This report lists maintenance items that are complete, others that still need to be completed, and future projects. Some future bonding projects originated from the 2009 Boldt and General Energy audits. K. Pletcher and J. Van Dyck have raised questions about the county's unspent \$1.3M bonded funds – particularly in relation to the library's master plan. It was agreed to request that the Ed & Rec committee pursue further inquiry. Maybe a team/task force/working group including library staff could be formed after the April 1<sup>st</sup> election to start talking about it and perhaps include someone from Mayor's office who is familiar with block grants and ADA. K. Pletcher reported that, at the Ed & Rec committee meeting, Ed & Rec members agreed that the Central Library would not co-locate with the Neville Public Museum. Supervisor John Vander Leest moved to place the report and recommendation from the co-location Task Force on file and the Ed & Rec committee approved unanimously. There were no additional questions and a **motion** by C. Buboltz, seconded by D. Carmichael, was made to approve the Library Facilities Maintenance Plan for 2014. **Motion carried.**

- e. **Approve Annual Report Motion** by T. Watermolen seconded by D. Carmichael to approve the 2013 Annual Report. **Motion carried.**
- f. **Approve Summer hours – Denmark Branch Motion** by T. Watermolen, seconded by D. Carmichael to approve the Summer Hours, effective May 27 – September 1, 2014, for the Denmark Branch Library as follows:  
Monday – Tuesday: 9:00 a.m. – Noon and 3:00 – 7:00 p.m.  
Wednesday – Thursday: 9:00 a.m. – 1:00 p.m. and 2:00 – 6:00 p.m.  
**Motion carried.** C. Buboltz reminded that it was time to set up the annual meeting with the Denmark School administrators.

#### **NICOLET FEDERATED LIBRARY SYSTEM**

- a. **Monthly update** A meeting was not held.

#### **OLD BUSINESS** None.

#### **PERSONNEL**

- a. **Approve Change in Table of Organization Motion** by T. Watermolen, seconded by B. Nielsen, to approve the following changes to the Table of Organization:

**The Library Director recommends that the Library Board alter the Table of Organization by removing the Bookmobile Driver from the Public Services Department and add an Outreach Coordinator position supervised by the Communications and Programs Manager.**

**The Library Director recommends that the Library Board delete the contracted security staff from the Facilities Manager's direct oversight and add the security staff to the Head of Reference's responsibilities.**

There is not any impact to personnel costs. **Motion carried.**

These table of organization changes were approved at the March 20, 2014 Library Board meeting in accordance with Wisconsin Statutes 43.58(4), and reported to the Education & Recreation Committee on April 3, 2014 as part of the Director's Report and attached to the meeting minutes.

- b. **Approve gift cards for Staff who Developed Job Factors Motion** by D. Carmichael, seconded by V. Van Vonderen to approve gift cards for staff that developed job factors. **Motion carried.**

- c. **Approve Deputy Director Salary and Benefits Motion** by D. Carmichael, seconded by T. Watermolen to approve the compensation package for Kimberly Young that includes an annual salary of \$65,053 and benefits. **Motion carried.**

**PRESIDENT'S REPORT** K. Pletcher mentioned the letter that was sent to staff regarding class and compensation plan. A follow-up to this letter is also planned. C. Buboltz stated that she heard a compliment about the transparency of the whole Class & Comp process. T. Watermolen complimented the letter K. Pletcher sent to the County Executive about the library's accomplishments. Kathy passed the photo of V. Van Vonderen holding the United Way Community Impact Award around. It was used in the County Executive's State of Brown County address.

**DIRECTOR'S REPORT** The groundwork has been laid with the Work Rules Committee, Administration and Department and Branch Heads regarding the pay increases. Employees who may have questions or concerns will be encouraged to talk with their supervisor. C. Wagner commented that the "Evening in Tuscany" event was very nice. The Wrightstown Committee that organizes this event deserves many thanks for their hard work. The event raised over \$10,000 to support the Wrightstown Branch Library. The Denmark Branch/High School open house had over 200 people attend.

**CLOSED SESSION PURSUANT TO WIS. STAT. § 19.85(1)(c)** for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – staff compensation and performance objectives for Director . **Motion** by D. Carmichael, seconded by C. Wagner to move into closed session. Aye: C. Buboltz, D. Carmichael, C. Wagner, V. Van Vonderen, T. Watermolen, and K. Pletcher. Nay: none. **Motion carried.**

**RETURN TO OPEN SESSION Motion** by T. Watermolen, seconded by V. Von Vonderen, to return to open session. Aye: C. Buboltz, D. Carmichael, C. Wagner, B. Nielsen, and K. Pletcher. Nay: none. **Motion carried unanimously.**

#### **APPROVE ANY ACTION THAT MAY HAVE BEEN RECOMMENDED IN EXECUTIVE SESSION**

**Motion** by D. Carmichael, seconded by C. Buboltz, to approve the 2014 Classification and Compensation Plan; compensation adjustments for current employees will be retroactive to January 1, 2014. **Motion carried unanimously.**

**SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW**

C. Wagner expressed appreciation to the Library Work Rules Committee, Library Director and the Personnel Committee for their excellent work on the classification and compensation plan

None.

**ADJOURNMENT**

**Motion** by D. Carmichael, seconded by C. Buboltz, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 8:05 p.m.

**NEXT REGULAR MEETING**

**April 17, 2014**

**Central Library**

**515 Pine Street, downtown Green Bay**

**5:15 p.m.**

Respectfully submitted,  
Dr. Christopher Wagner, Library Board Secretary  
Sue Lagerman, Recording Secretary

Northeast Wisconsin Technical College District

*Board of Trustees Meeting*  
Minutes

Wednesday, March 12, 2014

12:00 p.m.

*NWTC-Green Bay Campus – Executive Dining Room (SC128)*  
*2740 West Mason Street, Green Bay, Wisconsin 54303*

Prior to the start of the Board meeting at 11:30 a.m. the NWTC Board and the NWTC Foundation Board will have a joint luncheon in Room SC128.

Chairman Villarruel called the March 12, 2014 Board meeting to order at 12:00 p.m. and requested that roll call be taken at this time.

PRESENT: Laurie Davidson, Phyllis Habeck, Carla Hedtke, Kim Shanock, Ben Villarruel, Gerald Worrick

EXCUSED: Ying LaCourt, Dave Mayer, Jeff Rickaby

Also Present: Jeff Rafn, Mary Jo Tilot, Jill Champeau, Lee Hoffmann, Dan Verbanac, Jan Scoville, Jim Sarkis, Lori Suddick, Jim Blumreich, Lynn Dufrane, Cathy Dworak, Ashok Rai, Sandy Ryczkowski, Crystal Harrison, Mark Weber, Pamela Phillips, Lisa Maas, Karl Reischl, Joelle Draghicchiu, Linda Hartford

NWTC & Educational Foundation Board Discussion

At this time the NWTC Board members and the NWTC Educational Foundation Board members reported on their respective Board activities and possible alignments with each other.

- Chairman Villarruel stated that the NWTC Board is a governing Board with a specific mission. The mission of the Foundation is crucial to the well-being of the College and its students. The development of new revenue streams is vital to the College and the advocacy and work of the Foundation Board is very much appreciated.
- Joe Langer, Foundation Board Chair, presented information on the role of the Foundation and its collaboration with the NWTC Board.

Gerald Worrick entered the meeting at this time (12:15 p.m.).

- Crystal Harrison shared that names scholarships require a \$500.00 minimum scholarship, with most at \$750. The criterion for awarding scholarships is very donor driven, and the wishes of the donor are followed in the award of the scholarships.

Executive Session

Laurie Davidson moved that the Board go into Executive Session in accordance with State Statute 19.85(1)(c) for the purpose of discussing the following item: Issuance of Preliminary Notices of Non-Renewal (12:40 p.m.).

Motion seconded by Carla Hedtke.

Motion carried, with Laurie Davidson, Phyllis Habeck, Carla Hedtke, Kim Shanock, and Ben Villarruel voting "Aye" on roll call. Gerald Worrick was not in the room at the time of the roll call vote.

Gerald Worrick entered the meeting at this time (12:48 p.m.).

Gerald Worrick left at 12:50 p.m. and returned to meeting at 12:54 p.m.

Following Executive Session Gerald Worrick moved that the Board return to the regular order of business (1:06 p.m.).

Motion seconded by Laurie Davidson.

Motion carried, with all voting "Aye" on roll call.

### Guests

#### Open Forum, Introduction of Guests, and Acknowledgements

The Chairperson asked for the introduction of any guests present at this time and invited public comment. No one came forward at this time.

### Reports

#### Student Senate Update

Annelise Sieving, Student Senate President, provided the following Student Senate update:

- Student Senate held its first annual Spring Fling yesterday, March 11, 2014, and raised \$556.00 for The Shared Harvest Food Pantry on campus.
- Student Senate placed and received eight regional awards for the College during the Student Senate Conference.
- Annelise introduced Joe Richter, new Student Involvement Supervisor, who works closely with the Student Senate Board members in planning activities.
- Jennifer Ross is the new Student Ambassador for the College. Jennifer is in the Supply Chain Management program, is the Secretary of the Supply Chain Management Club, and is involved in the NWTC Student Veterans of America Club.

### Action Items (Roll Call Vote)

#### Bills

Bills Covering the Period of February 1-28, 2014	\$2,594,292.54
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Detailed copies of the current disbursements for fiscal year 2014 for the month of February were forwarded to the Board Treasurer for review and recommendation to the Board for payment. Additional listings of the bills were available in the District Office for review by any interested person.

Laurie Davidson moved that Board approval be given for the February 2014 bills as presented.

Motion seconded by Phyllis Habeck.

Motion carried, with all voting "Aye" on roll call.

#### Student Fees

##### A. International Student Application/I-20 Fee Increase

Staff requests that the Board approve a \$130.00 fee for international student applications. Presently, international students only pay the domestic \$30.00 processing fee. The College currently pays for sending the I-20 internationally by certified mail. This fee would cover time, labor, supply and shipping expenses incurred by the College. If approved, the change will take effect immediately.

It was recommended that the Board approve the \$130.00 international student application /I-20 fee to be *effective May 1, 2014*.

##### B. International Student Online Application Fee

Staff requests that the Board approve a \$5.00 fee for submission of international student fees online. The College is partnering with PassportEDU for the processing of online applications and online payments of application fees. This service is needed as international students cannot currently apply online through the NWTC website. This fee would cover fees incurred by the College through using this service. If approved, the change would take effect immediately.

It was recommended that the Board approve the \$5.00 international student online application fee to be effective May 1, 2014.

##### C. International Student Housing Placement Fee

Staff requests that the Board approve a \$350.00 fee for placement of international students requesting College organized housing. Students are currently not charged for campus-arranged housing or for services related to the recruitment of host-family and home-stay housing options. This fee would cover time, labor, supply, and recruitment expenses incurred by the College because of these requests. If approved, the change would take effect immediately.

It was recommended that the Board approve a \$350.00 fee for placing international students in campus-arranged housing to be *effective May 1, 2014*.

##### D. International Student Orientation Course Fee

Staff requests that the Board approve a \$375.00 fee for international students' participation in an International Student Orientation Course. Currently, international students are not charged for their F-1 student orientation, though new policies will require them to enroll in the "College 101" 1-credit course. The proposed 1-credit International Student Orientation course will be in lieu of the College 101 course, though it will contain the same learning objectives as well as additional cultural submersion activities. The fee will cover both tuition and supplemental cultural activities. If approved, the change will go into effect May 1, 2014.

It was recommended that the Board approve a \$375 fee for an International Student Orientation Course Fee to be *effective May 1, 2014*.



E. Student Transcript Fee

The Student Services Division recommends that the Board approve the increase in the student transcript fee from \$8.00 to \$10.00 per transcript and \$15 to \$20 for an on-demand transcript. This fee increase will cover the administrative costs of the vendor handling transcript requests for the College.

It was recommended that the Board approve an increase in the Student Transcript Fee to \$10.00 per transcript and \$20.00 for an on-demand transcript to be *effective July 1, 2014*.

F. Student Accident Insurance

Staff requests that the Board approve a \$6.00 semester fee to provide students \$50,000, no-deductible, accident insurance coverage. The insurance plan will cover students when an accident occurs on campus, while attending a practicum, clinical or field placement program organized by the College, or during participation in the activities of a recognized student organization approved by the College. This includes travel to and from a program approved by the College. The plan offers comprehensive benefits that include ambulance response, emergency care and treatment for injuries sustained during participation in college educational activities. All students enrolled in at least one post-secondary eligible course, one credit or greater, will be automatically enrolled in this plan. The fee has been approved by the Student Senate.

It was recommended that the Board approve the \$6.00 accident insurance fee to be **effective for the summer 2014 semester**.

Carla Hedtke moved that the Board approve the recommended changes to Student Fees effective as noted for each fee.

Motion seconded by Gerald Worrick

- These are separately identified fees which are incurred by students.

Motion carried, with all voting "Aye" on roll call.

Resolution Authorizing the Borrowing of \$1,670,000 for Movable Equipment; \$1,500,000 for Building Improvement; and Providing for the Issuance and Sale of General Obligation Promissory Notes Therefor

During its fiscal year 2014 budget deliberations, the Board approved various capital projects for building remodeling and improvements and acquiring moveable equipment. This resolution authorizes the borrowing of \$3,170,000 of general obligation notes for these purposes. A resolution authorizing the borrowing was prepared by Bond Counsel and was attached as Board Exhibit 1.

Phyllis Habeck moved that the Board adopt the resolution authorizing the borrowing of \$1,670,000 for moveable equipment; \$1,500,000 for building improvement; and providing for the issuance and sale of general obligation promissory notes therefor.

Motion seconded by Carla Hedtke.

Motion carried, with Phyllis Habeck, Carla Hedtke, Kim Shanock, Ben Villarruel, and Gerald Worrick all voting "Aye" on roll call. Laurie Davidson "abstained" to avoid the appearance of a conflict of interest.

### Consent Items (Voice Vote)

#### Minutes

The minutes of the February 19, 2014 Board meeting were sent to Board members prior to the March Board meeting. It was recommended that Board approval be given for the February 19, 2014 Board meeting minutes as presented.

#### Center for Business & Industry (Contracts for Service)

Under the provisions of State Statutes 38.14 (3) and State Administrative Code WTC'S 8, the District Board may enter into contracts to provide instructional or non-instructional services to public institutions, local governmental bodies, private institutions, industries, and businesses. District Board policy E240 delegates the authority to initiate a contract to the President, with the proviso that the contract is subject to retroactive approval by the Board. A report of fiscal year 2014 contracts pending Board approval was attached as Board Exhibit 2.

This report includes not only the in-district contracts but also the out-of-district and the out-of-state contracts. State Board Contract for Service Policy requires that the District Board receive a report at least quarterly on contracts entered into for which less than full cost is being charged. We have elected to provide the Board with this report on a monthly basis. This report uses a state formula in which the state annually calculates a percentage for indirect expenses (33.48% for on-campus and 27.27% for off-campus) such as administration, facilities, utilities, information systems, registration, counselors, insurance, etc., associated with a contract to determine full costs. The hourly rate of \$167.00 per hour along with the ability to project price was recommended by the department and approved by the Board. The intent is to recover the direct and indirect costs of delivering the services. Copies of the contracts were available for review by any interested person.

It was recommended that the Board approve the contracts for services identified in Board Exhibit 2.

Gerald Worrick moved that the consent agenda items be approved as follows: the minutes of the February 19, 2014 Board meeting; and, the contracts for services identified in Board Exhibit 2.

Motion seconded by Carla Hedtke.

Motion carried, with all voting "Aye" on voice vote.

### Reports

#### Policy Discussion – FY 2015 Draft Capital Budget Presentation

Members of the Executive Leadership Team presented the first draft of the FY 2015 Capital Budget to the Board.

- The total Student Success Center project will be a \$4.9 million investment for the College.
- Staff was asked to provide statistics that will indicate what the Return on Investment is on the established K12 partnerships. If FTEs and enrollments generated are not sufficient, staff may have to review this project.
- When purchasing CNC Horizontal Machining Center know what equipment the student will not use on the job site and look at equipment that will not create scrap.
- Fire Engine – purchase a used vehicle that will meet the needs of the program. Currently have a 1992 fire truck on loan from the Green Bay Fire Department. Other two pieces of program equipment are from 1976 and 1981.

Gerald Worrick left the meeting at this time (2:49 p.m.).

## President's Report

### Enrollment Activity --

- FTEs are 6,822, down-1.7% from this time last year (6,937).

### Legislative Issues (state & federal) --

- The Budget Bill which was passed contained language that allowed the Secretary of Education to create a program called Course Options. Youth Options allows students to take courses from NWTC as long as it is approved by the School Board, and they pay 100% of the cost of tuition. Course Options dictates that a student may opt to go to any post-secondary institution, Charter School, or online school to take two courses per semester for which they have to pay only ½ the tuition cost. WTCS State President is working with Tony Evers from the Department of Education to work through this issue and get clarification. The question is "what is designated as a campus"? Is our training at Wausaukee considered a NWTC campus? This would then eliminate Youth Options.
- The State Board will approve the formula for the performance based funding at their March meeting. Several of the College Boards are very concerned about the new formula and the fact that they will lose money under the new proposed funding. The larger colleges will get more funding under the new proposal.
- The State Senate & Assembly have passed their versions of the bills that would swap out our tax money for the state surplus money. The estimated impact on the College's levy was shared with the Board at this time.
- There is discussion of removing the technical college system off the tax levy and have it become a state run system similar to the University.


### Current Events --

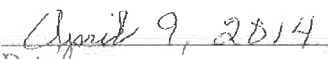
- Governor Walker will be on campus on Tuesday, March 18 at 12:30 p.m. as part of his Investing in Wisconsin Workforce Tour.
- NWTC is one of four finalists for the 2014 AACC Awards of Excellence in Student Success. The final winner will be announced at the Annual Conference to be held on April 7 in Washington, DC. The President and several Executive Leadership Team members will be in attendance at the conference.
- The President will be conducting the first of the annual County Board visits in Kewaunee on Tuesday, March 18, 2014 at 6:00 p.m.
- It was suggested that the WTCS Presidents discuss holding a Presidents' Roundtable to get the message out now on the importance of maintaining locally controlled boards.

Phyllis Habeck moved that the March 12, 2014 Board meeting be adjourned (3:16 p.m.).

Motion seconded by Laurie Davidson.

Motion carried, with all voting "Aye" on voice vote.

  
Phyllis J. Habeck, Board Secretary

  
Date